

# ENGLISH LANGUAGE PROGRAM 2020 COURSE SCHEDULE

## ACADEMIC ENGLISH

### 12 weeks

Tuition Fee	\$ 6,000.00
Health Insurance, Keep.MeSafe and Health Services Fee	\$ 157.20
<b>Total</b>	<b>\$6,157.20</b>

0150-077	Jan 13 - Apr 3
0150-078	Apr 6 - Jun 26
0150-079	Jul 6 - Sept 25
0150-080	Sept 28 - Dec 18

## ENGLISH FOR EFFECTIVE COMMUNICATION (formerly English Plus)

### 4 weeks

Tuition Fee	\$ 2,000.00
Health Insurance, Keep.MeSafe and Health Services Fee	\$ 52.40
<b>Total</b>	<b>\$2,052.40</b>

2868-073	Jan 13 - Feb 7
2868-074	Feb 10 - Mar 6
2868-075	Mar 9 - Apr 3
2868-076	Apr 6 - May 1
2868-077	May 4 - May 29
2868-078	Jun 1 - Jun 26
2868-079	Jul 6 - Jul 31
2868-080	Aug 4* - Aug 28
2868-081	Aug 31 - Sep 25
2868-082	Sep 28 - Oct 23
2868-083	Oct 26 - Nov 20
2868-084	Nov 23 - Dec 18

\*Monday, August 3 is a holiday

## ENGLISH FOR BUSINESS COMMUNICATION

### 4 weeks

Tuition Fee	\$ 2,000.00
Health Insurance, Keep.MeSafe and Health Services Fee	\$ 52.40
<b>Total</b>	<b>\$2,052.40</b>

3589-013	Jan 13 - Feb 7
3589-014	Feb 10 - Mar 6
3589-015	Mar 9 - Apr 3
3589-016	Apr 6 - May 1
3589-017	May 4 - May 29
3589-018	Jun 1 - Jun 26
3589-019	Jul 6 - Jul 31
3589-020	Aug 4* - Aug 28
3589-021	Aug 31 - Sep 25
3589-022	Sep 28 - Oct 23
3589-023	Oct 26 - Nov 20
3589-024	Nov 23 - Dec 18

\*Monday, August 3 is a holiday

## PLEASE NOTE

The ELP reserves the right to adjust the timing of all programs. You may enrol in more than one section with this form. Total Fee includes health insurance, Keep.meSafe, health services, materials, workshops, and several events. Tuition and health fees must be paid in full at time of registration. All University of Toronto ELP students (international students, immigrants, and Canadian citizens) are required to pay the same tuition.

The Health Insurance, Keep.MeSafe and Health Services Fee only provides coverage from 12:01am on the Sunday before your program starts until 11:59pm on the Saturday after your program ends. If you arrive early or depart later, you should ensure you have additional coverage. The insurance company "Guard.Me" is able to provide additional coverage.

For the most up-to-date program dates, class times, tuition and health fees, please check our website: [elp.learn.utoronto.ca](http://elp.learn.utoronto.ca)

## PAYMENT METHODS

Canadian dollars only. We do not accept cash, personal cheques or wire transfers.



Sponsored/Scholarship

\_\_\_\_\_  
Name of sponsor and/or scholarship

Total Enclosed: \$ \_\_\_\_\_ Canadian Dollars

Credit Card Number

\_\_\_\_\_  
Expiry Date

\_\_\_\_\_  
Signature of Cardholder

\_\_\_\_\_  
Name of Cardholder on credit card – please print

# ENGLISH LANGUAGE PROGRAM REGISTRATION FORM

---

## PERSONAL INFORMATION

Student's Family Name

Student's First Name

Male  Female

Date of Birth (Day / Month / Year)

Country of Citizenship

## HOME COUNTRY ADDRESS

Street Number

Street Name

Apartment Number

City

Province

Postal/Zip Code

Country

Telephone Number

Email Address

## CANADIAN ADDRESS (IF AVAILABLE)

Street Number

Street Name

Apartment Number

City

Province

Postal/Zip Code

Country

Telephone Number

Email Address

**ARE YOU AN AGENT REGISTERING A STUDENT?**

If yes, which agency do you represent?

YES

NO

---

## EMERGENCY INFORMATION

Who can we contact in an emergency?

Name

Relationship

Emergency Telephone Number

Email Address

## DECLARATION

I have read, understood, and agree to the Registration, Refund and Transfer Policies and Liability Waiver for the ELP (attached).

Student Signature

Date (Day / Month / Year)

## ACCEPTANCE DOCUMENTS

Your Receipt and Letter of Acceptance will be emailed to you, within 48 hours of your payment being confirmed.



UNIVERSITY OF TORONTO  
SCHOOL OF CONTINUING STUDIES

**ENGLISH LANGUAGE  
PROGRAM**

University of Toronto  
School of Continuing Studies  
158 St. George Street  
Toronto, Ontario, Canada, M5S 2V  
elp.learn.utoronto.ca

# ENGLISH LANGUAGE PROGRAM REGISTRATION POLICIES

## ADMISSION REQUIREMENTS

To join the University of Toronto English Language Program (ELP), you must be at least 17 years old and have some basic understanding of English. Our programs are not suitable for complete beginners in English. Some programs require you to be at an intermediate level of English facility or to meet other requirements. The ELP reserves the right to deny entrance to students not fulfilling these requirements.

## VISAS & STUDY PERMITS

It is your responsibility to register for ELP programs in sufficient time to apply for and receive your Canadian visa or study permit.

For further information regarding the type of visa or study permits you may require, please see: [elp.learn.utoronto.ca/before-you-arrive](http://elp.learn.utoronto.ca/before-you-arrive)

If you plan to visit the United States during your stay in Canada, check with the US embassy or consulate in your country. You must get your US visa before you come to Canada.

You must assume complete responsibility for your personal financial needs.

If your application is refused, you may be able to obtain a refund of fees paid to the ELP, subject to certain conditions (see the policy on Visa & Study Permit Refusal).

## FEES

All programs and service fees are quoted in Canadian dollars and cover the cost of tuition, program materials, and the required health fees.

Tuition and health fees must be paid in full at time of registration. All ELP students (international students, immigrants and Canadian citizens) are required to pay the same tuition. Tuition and health fees may be paid in the following ways:

- by credit card (Visa, Mastercard and American Express)
- by official bank-certified cheque/money order, in Canadian funds, payable to the

University of Toronto. Cash, personal cheques, and wire transfers will not be accepted.

## TUITION FEE

The Tuition Fee includes assigned textbooks, class materials, and several events and activities. Additional activities are offered for a minimal fee.

## HEALTH INSURANCE, KEEP.MESAFE AND HEALTH SERVICES FEE

The Health Insurance, Keep.MeSafe and Health Services Fee includes:

- a health plan with comprehensive medical coverage
- 24-hour access to a mental health counselling service
- full use of the University of Toronto Student Health and Services and the University's Medical Clinic

For information about the insurance plan provided by Guard.Me, please see: [guard.me](http://guard.me). For information about the Keep.MeSafe plan provided by Guard.Me, please see: [keep.mesafe.org](http://keep.mesafe.org)

You do not have to pay the mandatory Health Insurance Fee if you have health insurance through the Canadian government, for example, Ontario Health Insurance Plan (OHIP) or University Health Insurance Plan (UHIP). You must show proof that you have a Canadian government plan when you register.

## ENGLISH ONLY POLICY

ELP students are expected to speak only English in the classroom and lobby, and during activities.

## PROGRAM CANCELLATION

The ELP reserves the right to cancel any program because of insufficient registration. You will be refunded all fees you have paid for the cancelled program.

## PROGRAM SCHEDULING CHANGES

The ELP reserves the right to adjust the timing of all program.

## PRIVACY POLICY: NOTICE OF COLLECTION

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2 (14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registrations, academic programs, university related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to [[utoronto.ca/privacy](http://utoronto.ca/privacy)] or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, room 201, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.

## LATE ARRIVAL

All students are expected to be present for the first day of their program. If you are unable to arrive on time, you must notify Enrolment & Learner Services at [learn@utoronto.ca](mailto:learn@utoronto.ca) before the program start date. If you arrive late, we cannot guarantee that you will be placed in the appropriate level, as it may be full.

## WITHDRAWAL POLICY

We offer a generous tuition refund if you are unable to attend the course OR you are not fully satisfied with your classes (see Schedule for Refunds).

Requests to withdraw from a program must be made in writing to Enrolment & Learner Services at [learn@utoronto.ca](mailto:learn@utoronto.ca). Please notify us of your intention to withdraw as soon as possible, as other students may be waiting to register.

# ENGLISH LANGUAGE PROGRAM REGISTRATION POLICIES

## TRANSFERS

### Session Transfer

If you do not receive your visa or study permit in time for the program start date or your plans change, your full tuition can be transferred to any other session within one year of the original registration. Please submit written notice before the last date for withdrawal with refund to Enrolment & Learner Services at [learn@utoronto.ca](mailto:learn@utoronto.ca) (see Schedule for Refunds).

### Program Change

You can change from one program to another if:

- the program you are registered for does not meet your needs or your plans change and
- you speak with a Program Coordinator and get signed permission, and you do so by the last date for withdrawal with refund.

## VISA & STUDY PERMIT REFUSAL

If you must cancel your registration because Canadian Immigration has denied your visa or study permit, your full tuition and health fees will be refunded if:

- Enrolment & Learner Services is notified in writing at [learn@utoronto.ca](mailto:learn@utoronto.ca) prior to the first day of classes that you will not be attending; and,
- Enrolment & Learner Services receives the original letter issued by the Canadian Embassy/High Commission confirming that the study permit was denied. Enrolment & Learner Services must receive the documents prior to the program start date.

## LIABILITY WAIVER

I, for myself, my heirs, executors, administrators and assigns, hereby release the University of Toronto, its successors, assigns, affiliates, servants, agents and employees (collectively the "University") from any and all claims, demands, damages, actions or causes of action arising out of or in consequence of any injury, loss or damage to my person or property arising from or in any way resulting from my participation in or travelling to or from (i) the English Language Program at the School of

Continuing Studies (the "Program") on the University campus, or (ii) any regulated field trips and extracurricular activities, except if any such injury, loss or damage arises by reason of negligence of the University.

I further agree to abide by the rules and regulations of the University relating to field trips and extracurricular activities. I warrant that I am physically fit to participate in the field trips and the extracurricular activities associated with the Program.

I understand that the University does not maintain any accidental death, disability or dismemberment insurance on behalf of the registrants participating in field trips and extracurricular activities. I am aware that it is my responsibility to maintain medical and hospitalization insurance coverage.

By submitting this registration form, I acknowledge having read, understood and agreed to the waiver.

## SCHEDULE FOR REFUNDS

### 12-week Programs

Withdrawal	Refund
21 calendar days before the program starts	100% of tuition
5-20 calendar days before the program starts	95% of tuition
4 calendar days before the program starts to the end of week 2	90% of tuition
After week 2	No refund

### 4-week Programs

Withdrawal	Refund
21 calendar days before the program starts	100% of tuition
5-20 calendar days before the program starts	95% of tuition
4 calendar days before the program starts to the end of week 1	90% of tuition
After week 1	No refund

## REFUND POLICIES

Refund payments are made to the original payors only. Refunds are not transferable.

Program fees paid by credit card will be returned to the original credit card account. All other refunds are processed in the form of a University of Toronto cheque made payable to the original payor and sent by mail.

Health fees are non-refundable and non-transferable after the program start date.

## HOW TO APPLY

You can register on our secure website, by mail, or in person at the School of Continuing Studies.

### Online

[elp.learn.utoronto.ca](http://elp.learn.utoronto.ca)

### Mail and In Person

Enrolment & Learner Services  
School of Continuing Studies  
158 St. George St.  
Toronto, Ontario, M5S 2V8

